THE POSITION

VICE PRESIDENT
ADMINISTRATIVE SERVICES
Job #FCM958

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the college president, this position serves as the college business officer responsible for providing leadership and overall administration of college administrative services functions including fiscal management, budget development and control, contract and grant administration, personnel operations, facilities planning and management, maintenance and operations, educational support services, auxiliary and contracted services, and other related non-instructional functions.

The Vice President of Administrative Services serves as the college liaison with the District Office of Finance and Facilities for matters related to budgeting, financial audit and facilities.

DUTIES AND RESPONSIBILITIES
Coordinate with college administrators and staff to plan and develop the annual college budget; assure the accurate and timely preparation, submittal and administration of the budget in accordance with District policy; institute and maintain appropriate internal audits and budgetary controls; assure the timely and accurate preparation, distribution, review and analysis of a variety of financial reports, statements, projections and records; assure fiscal compliance with a variety of applicable laws, regulations and restrictions related to college operations, financial transactions and expenditure of funds.

Plan, organize and direct the administration of assigned campus educational support services including media services, academic computing, instructional technology, campus production services, and other educational support services and programs; develop and implement plans and policies to facilitate and improve the educational support services.

Oversee the development and monitoring of grants, specially-funded projects, and categorically-funded programs.

Plan, organize and direct the administration of the college business office and various campus auxiliary and contracted services, including the bookstore, bursar operations, mail services, campus security operations, food services, and related administrative support services; develop and implement plans and policies to facilitate and improve administrative services operations and programs.

Coordinate and direct the planning of campus facilities development, construction and space utilization; plan and direct the maintenance of facilities, grounds, and equipment; process contractual agreements related to the use and maintenance of facilities; maintain inventory control.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS
Bachelor’s degree in business administration, accounting, finance, or related field from a regionally accredited institution.

Minimum of three years of increasingly responsible business administration experience in a complex organization that includes documented experience as a controlling manager of budget and accounting operations.

Demonstrated experience with computerized financial information systems and their use in financial analysis and reporting.

Demonstrated experience with facilities planning and management, including scheduled maintenance and new construction.

Demonstrated experience in administering facilities maintenance and operations functions, including buildings, grounds and security operations.

DESIABLE QUALIFICATIONS
Advanced degree in business administration, accounting, finance, or related field from a regionally accredited institution.

Administrative experience in public higher education, preferably at a California community college.

Administrative experience in higher education managing college budgets and facilities including construction projects.

Experience in developing and managing the integration of college planning and budget.

Demonstrated evidence of developing and maintaining partnerships with the community.

Experience developing effective relationships and working in a collaborative environment with all constituent groups across a multi-college district and/or agency.

Experience with and commitment to working with culturally and ethnically diverse groups.

Effective oral and written communication skills.

SALARY
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $125,322 - $158,572 annually, 12-month position, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the District Office of Human Resources in accordance with Board Policy and is not negotiable.

APPLICATION PROCEDURE
Reference Job #FCM958 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. SEPARATE list of five (5) references in addition to those listed on the application.
Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to: Human Resources Office North Orange County Community College District 1830 W. Romneya Dr. Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, May 19, 2014. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 806-8211 at least three (3) business days in advance of the scheduled examination/interview date. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students.


For further information about the position contact:
Paul McKinley – Committee Chair
pmckinley@fullcoll.edu

Vice President, Administrative Services
Job #FCM958

NOCCCD – “Greatness. Achieved.”
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2013-14 was $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.